No. 775 *Registered No. N. E. 930.*

TRIPURA GAZETTE

Published by Authority
EXTRAORDINARY ISSUE

Agartala, Monday, September 10, 2018 A. D., Bhadra 19, 1940 S. E.

PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

MAHARAJA BIR BIKRAM UNIVERSITY
P.O : Agartala College-799004
Dial : (0381) 251 2250, 251 2252, 251 2254
Email : mbbuniversityagt@gmail.com

No. F.4(13)/MBBU/Act-Stat-Ord-Reg/2018/3061 September 06, 2018

NOTIFICATION

The First Ordinances of Maharaja Bir Bikram University has received the assent of the Hon'ble Chancellor of the MBB University on July 25, 2018 and hereby published for general information.

6. 9. 18

(Professor Gautam Kumar Basu),
Vice-Chancellor,
Maharaja Bir Bikram University,
Agartala

MAHARAJA BIR BIKRAM UNIVERSITY
P.O.: Agartala College- 799 004
Dial :(0381) 251 2250, 251 2252, 251 2254
Email: mbbuniversityagt@gmail.com

No.F. 4(13)/MBBU/Act-Stat-Ord-Reg/2018 / 3062 September 06 , 2018

[Approved by the Honourable Chancellor, Vide Governor's Secretariat Letter No. F. 13(29-2) - RB/ 2015/4710 dated July 25, 2018]

NOTIFICATION

In exercise of the power conferred by sub-section (ii) of Section 57 of the Maharaja Bir Bikram University Act, 2015 (Tripura Act No. 6 of 2015), I, Gautam Kumar Basu, the first Vice-Chancellor of the Maharaja Bir Bikram University, hereby cause to frame, with the approval of the Honourable Chancellor and with the assistance of the Committee nominated by the State Government vide letter No.F. 2(450-113)-DHE/UDCA/2016 dated June 28, 2016, the Maharaja Bir Bikram University First Ordinances, 2018, as follows.

6.9.18

(Professor Gautam Kumar Basu),
Vice-Chancellor,
Maharaja Bir Bikram University,
Agartala

THE MAHARAJA BIR BIKRAM UNIVERSITY FIRST ORDINANCES, 2018

CHAPTER I

PRELIMINARY

1. These Ordinances may be called The Maharaja Bir Bikram University First Ordinances, 2018.

2. In these Ordinances unless there is anything repugnant in the subject or context:
 (1) "Academic year" means a period of twelve months commencing on the first day of July;
 (2) "Chapter" means a Chapter of these Ordinances;
 (3) "Examiner" includes a Head Examiner, a Paper-Setter and a Moderator;
 (4) "Ordinance" means an Ordinance of these Ordinances;
 (5) "Post-Graduate Studies" means studies for admission to which necessary qualification is a Bachelor's degree or its equivalent;
 (6) "Undergraduate Studies" means studies which lead to a certificate or degree/ diploma of the University and are not Post-Graduate Studies;
 (7) "Section " means a Section of the Act; and
 (8) "The Act" means The Maharaja Bir Bikram University Act, 2015: (The Tripura Act No.6 of 2015).
3. Words and expressions used but not otherwise defined shall have the same meaning as in the Act.

CHAPTER II

ADMISSION OF STUDENTS TO THE UNIVERSITY INCLUDING ITS CONSTITUENT OR AFFILIATED COLLEGES

[Vide Section 49 Clause (i) of the Act]

4. (1) Without prejudice to the provisions of the Act and Statues, and other rules of the University, no student shall be eligible for admission in the first degree course in the faculties unless he/ she has successfully completed twelve (12) years schooling through an examination conducted by a recognised Board/ University. The admission shall be made on merit on the basis of criteria notified by the University after taking into account the reservation issued by the State Government from time to time.

 No student shall be eligible to seek admission to the Master's Programme in faculties who has not successfully pursued the first degree course of three / four or five years duration (where the bachelor degree is of four/five years) from a recognised University.

 (2) The candidates seeking admission to a course of study in this University including its affiliated Colleges/ Institutions must satisfy the rules and the conditions framed in this behalf from time to time.

CHAPTER III
REGISTRATION OF STUDENTS

[Vide Section 49 Clause (xiii) of the Act]

5. A student on admission shall have his/ her name entered in the University register which shall be maintained by the Registrar and which contain entries in regard to the age and other particulars of students.

6. A student shall not ordinarily be allowed to change his/ her Honours or Subsidiary subject unless the same is applied for and permitted within 30 working days from the date of the commencement of the classes. Such application shall be made to the Principal of the College/ Head of the Department of the University, as the case may be who shall send it for record to the Registrar with the decision arrived at by him in consultation with the Principal/ Head of the Department concerned.

7. (1) Admission once taken shall be counted to be one whole academic session and a student shall be liable to pay all dues up to the end of the session.

(2) A student who, due to some unavoidable reasons, is unable to continue his studies for the unexpired portion of the session, may be permitted to have his name withdrawn from the rolls with effect from the month in which he/ she applied provided he/ she has paid all dues for and upto the previous month and will be eligible for readmission in the following session without having to pay any dues for the unexpired period of the previous session.

(3) A student may be permitted to migrate from the University after payment of all his dues up to the month in which he/ she migrates. In addition, migration fee will have to be paid by the candidates. The amount will be decided by the Syndicate.

CHAPTER IV

ADMISSION FEES, TUITION FEES, EXAMINATION FEES, FEES FOR UNIVERSITY LABORATORIES

[Vide Section 49, Clause (ii) and Clause (xi) of the Act]

8. Fees to be charged for the Programme of study in the University and in the Colleges, as the case may be, and examinations for degrees, diplomas and certificates of the University and such other fees and deposits may be imposed, collected, relaxed or revised only on the basis of resolutions adopted by the Syndicate.

CHAPTER V

DISCIPLINE COMMITTEE FOR MAINTENANCE AND PROPER CONDUCT AMONG THE STUDENTS OF THE UNIVERSITY AND ITS COLLEGES

[Vide Section 49 Clause (iii) of the Act]

9. (1) There shall be Discipline Committee for the University for maintenance of discipline and proper conduct among the students of the University. The Discipline Committee shall comprise the following members:

(a) The Vice-Chancellor -*Chairman*

(b) The Dean of the Faculties -Member

(c) The Deans of the Students Welfare -Member

(d) The Hostel Wardens (special invitee, if matters related to hostels are placed in the meeting) -Member

(e) The Director of College Development Council -Member

(f) The Controller of Examinations -Member

(g) The Registrar -Member Secretary

(2) There shall be Discipline Committee for each affiliated College for maintenance of discipline and proper conduct among the students of each affiliated College. The Discipline Committee shall comprise the following members:

(a) Principal - Chairperson;
(b) Two senior most Teachers one of whom must be a female Teacher;
(c) Secretary, Teachers' Council;
(d) Convenor, Examination Committee of the College;
(e) Hostel Superintendent of the College / Warden (special invitee, if matters related to Hostel are placed in the meeting).

10. **Powers and Functions:**

(1) To frame some rules of discipline and disciplinary jurisdiction in the form of a declaration, which has to be signed by every student at the time of admission.

(2) To consider the matters of the students related to misconduct in a Class/ Office/ Library/ Auditorium/ Examination Centre or misbehaviour towards a Teacher or any employee of the University.

(3) To review from time to time the overall situation regarding discipline in the University.

(4) To consider the actions taken by the Proctor/Hostel Wardens, the committee may confirm or modify the decisions.

11. The decision of the Discipline Committee shall be final and binding.

12. One-third of the total members present in a meeting shall constitute the quorum of the said meeting.

In the absence of the Vice-Chancellor, the senior most Dean of the Faculty will act as Chairman, in the meeting.

*In case of an affiliated College, the senior most Teacher of the College will act as Chairman, in the meeting.

13. Fees to be charged for residence in Halls may be imposed, collected, relaxed or revised only on the basis of resolutions adopted by the Syndicate.

CHAPTER VI

APPOINTMENT OF TEACHERS, OFFICERS AND OTHER EMPLOYEES OF THE UNIVERSITY, THEIR DUTIES, EMOLUMENTS AND OTHER TERMS AND CONDITIONS OF SERVICE

[Vide Section 49, Clause (iv) of the Act]

14. **Appointment of Teachers:**

The members of the teaching staff will be designated as follows:

a) Professor
b) Associate Professor
c) Assistant Professor

15. All Teachers of the University shall be appointed by the Syndicate as per Section 29 and Section 30 of the Act.

16. Temporary, part-time or guest Teachers, for any period not exceeding one year, shall be appointed by the Syndicate on the recommendation of the concerned Departmental Committee. Such recommendation shall be forwarded by the Head of the Department to the Vice-Chancellor.

17. **Appointment of Officers:**

All Officers referred to in Clause (vii) of Section 7 of the MBB University Act, 2015, shall except as may otherwise be directed by the Syndicate, be whole-time Officers and shall be appointed by the Syndicate on the recommendation of a Standing Committee consisting of the Vice-Chancellor as Chairman, Deans of Faculties and two persons not holding any post of profit in the University nominated by the Syndicate in this behalf from amongst its own members:

Provided that in the case of temporary appointments for any period not exceeding six months, appointments in the posts of such Officers may be made by the Vice-Chancellor in his discretion without any recommendation referred to above.

18. Qualifications necessary for appointment to the posts of Officers shall be such as may be determined by the Syndicate in consultation with the State Government, and in accordance with the norms, prescribed by the UGC, as the case may be, from time to time.

19. **Appointment of other Employees:**

(1) Appointment to the posts of Group C and Group D employees is made by the Syndicate on the recommendation of a Standing Committee to be constituted by the Syndicate from time to time.

(2) Qualifications necessary for the appointment to posts of different categories of employees referred to in Paragraph (1) shall be determined by the Syndicate.

20. **Probation:**

Appointments to substantive posts of whole-time Teachers, Officers referred to in Ordinance/ Statute and other employees of the University shall ordinarily be made on probation for a period of one year which may be extended for one more year and shall be subject to confirmation on approved service on the expiry of the period of probation.

21. **Scales of Pay of Teachers:**

Scales of pay of different categories of Teachers of the University shall be such as may be determined by the Syndicate from time to time in accordance with the UGC scales and with concurrences from the State Government.

22. **Qualification:**

The qualifications for the post of Professor, Associate Professor, Assistant Professor shall be such as may be prescribed by the University Grants Commission / MHRD / AICTE / other appropriate body / and approved by the State Government from time to time.

23. **Career Advancement Scheme of Teachers:**

The Career Advancement Schemes as provided for by the UGC / MHRD / AICTE / and approved by the State Government from time to time shall be applicable to the Teacher of the University. The details of scheme, however, shall be notified by the University.

24. **Scales of Pay of Officers and Employees:**

Save as otherwise provided elsewhere in the Act, the Statutes or the Ordinances the scales of pay of the Officers and different categories of employees referred to in Ordinance 17 shall be such as may be determined by the Syndicate from time to time with the approval of the State Government, and in accordance with the UGC scales, as the case may be.

25. **Higher Initial Pay in Certain Cases:**

If, in special circumstances to be recorded, the appointing authority considers it necessary so to do, it may grant to any Teacher, Officer or other employees of the University, a higher initial pay within the relevant scale:

Provided that in no case shall a higher initial pay be granted without considering the view of the Finance Committee.

26. **Allowances:**

Teachers, Officers and other Employees of the University shall be entitled, in addition to their salary including special pay, if any, to such allowances as the Syndicate may, from time to time, determine, in accordance with the State Government norms.

27. **Retirement of Teachers:**

Subject to provisions of the Act, Statutes, Regulations and approval of the State Government, a whole-time Teacher of the University enjoying University Grants Commission scale of pay shall retire on attaining the age as recommended by the UGC and approved by the State Government.

28. **Re-employment of Teachers:**

The Syndicate may give re-employment to a Teacher of the University for a limited period beyond the age of his/her retirement considering his/ her academic activities particularly during the last 5 years preceding the date of his/ her superannuation, supported by relevant documents.

29. On receipt of such documents etc. subject to the guidelines of UGC and as approved by the State Government, the Syndicate shall form a Screening Committee with the following members and consider the relevant documents and the service record of the Teacher concerned :-

(a) the Vice-Chancellor,

(b) the Dean of the Faculty Council for Post-Graduate Studies concerned, if any,

(c) one expert in the field of specialisation of the Teacher concerned to be nominated by the Chancellor, and,

(d) two experts in the field of specialisation of the Teacher concerned to be nominated by the Syndicate.

30. Such period of re-employment shall initially be for a period of two years and subsequently for a period of one year or less.

In no case such re-employment shall be given beyond the age as recommended by the UGC and approved by the State Government.

31. The recommendations of the Screening Committee regarding re-employment shall be made on the basis of the performance of the Teacher concerned as a Teacher and/ or quality of research papers as or books produced by him. The recommendations should also justify that he/ she cannot be replaced immediately of his/ her continued availability which will be indispensible for existing academic programme.

32. Pay shall be fixed in accordance with the normal rule applicable to the employees of the State Government under which such pay plus pension and other benefits do not exceed the last pay drawn at any stage.

33. Re-employment shall be made only in exceptional cases with sufficient justification as indicated in Ordinance 31 and subject to any law in force.

34. No Teacher re-employed after attaining the age of superannuation shall hold appointment as Head of Department or Dean of Faculty or any other such administrative position. He/ she, however, may be a member of the Departmental Committee and/ or Board of studies of the Department from where the Teacher concerned has superannuated. The Teacher shall not have the right to cast his vote in the Departmental Committee and/ or Board of Studies.

35. **Retirement of Officers and Employees of the University:**
Subject to provisions of the Act, Statutes, Regulations and approval of the State Government, a whole-time Officer of the University enjoying University Grants Commission scale of pay shall retire on attaining the age as recommended by the UGC and approved by the State Government.

36. **Terms and Conditions of Service:**
The terms and conditions of the service, including leave, of all Teachers, Officers and other employees of the University, shall be such as may be prescribed by Statutes.

Provided that when the terms and conditions of service governing any permanent appointee are altered, amended or repealed such an appointee shall be given the option to come under the new rules or to remain under the old rules.

37. **Disciplinary Action:**
Teachers, Officers and other employees of the University shall be subject to such "Disciplinary Rules" as has been prescribed by Statutes for the purpose.

38. **Supplementary Employment:**
Save as hereinafter otherwise provided, no whole-time Teacher, Officer or other employee of the University shall be entitled to accept, with or without remuneration, any employment, engagement or continuing commitment involving his services, in addition to his normal work in the University, except with the previous permission in writing of the appointing authority.

39. A Teacher of the University may, with the written permission of the Vice-Chancellor, undertake any work pertaining to the sphere of his special branch of learning where such work is of a nature likely to add to his experience as a specialist in such branch of learning and to bring credit to the University:

Provided that:

(1) application for permission to engage in such work shall be made in writing indicating the time supposed to be involved in the work and the terms and conditions under which it is to be carried out and shall be addressed to the Vice-Chancellor and be forwarded by the HOD;

(2) such work shall not interfere with the regular performance of the responsibilities of the Teacher concerned in the University.

(3) the maximum time to be devoted by the Teacher concerned in such work shall not exceed one third of the time covered by his hours of duty in connection with his regular work in the University.

40. Any person contravening the provisions of Paragraph (1) or Paragraph (2) of Ordinance 39 shall be liable to disciplinary action.

41. **Inventions and Discoveries by the Teachers of the University:**
If any Teacher of the University makes any invention or discovery of any process in the laboratory or workshop of the University and the University is of opinion that the Government should be moved for the grant of patent of such invention or process, the University shall, after getting an assignment from the Teacher concerned, take steps for securing such grant of patent and the cost involved therein shall be borne by the University.

42. Any royalty, emolument, remuneration or income accrued from the sale of commercial exploitation of any such grant or patent shall be received by the University and the University shall pay seventy (70) percent thereof to the Teacher concerned:

Provided that where the expenditure incurred in regard to such invention or process is, in the opinion of the Vice-Chancellor, the University shall be entitled to recover the entire cost involved before paying any portion of the royalty, emolument, remuneration or income, as the case may be, to the Teacher concerned.

43. If in any such case, the University does not intend to move the Government for the grant of a patent, the Teacher concerned may, with the permission of the Syndicate, apply for a patent solely in his own name:

Provided that before doing so he shall pay to the University the entire sum spent by the University in connection with the invention or process.

44. **Duties of Officers and other Employees**:
Subject to the provisions of the Act and the Statutes, the duties of Officers and other employees, not being Teachers, of the University shall be such as may be assigned to them by their immediate superiors in office, from time to time.

CHAPTER VII

DUTIES AND FUNCTIONS OF THE TEACHERS OF THE UNIVERSITY INCLUDING THE HEAD OF THE DEPARTMENT

[Vide Section 49 Clause (xii) of the Act]

45. The general functions of a Teacher (either whole-time or part-time) of the University shall be:

(1) to give instruction in accordance with the curriculum and time-table for the time being in force;

(2) to advise students in matters relating to their courses of study and other matters relevant thereto;

(3) to work co-operatively with the Department concerned in the conduct of instruction and research so as to enhance the good name and reputation of the University as an outstanding centre for teaching and advancement of learning;

(4) to keep abreast of the current literature in his sphere of learning and to impart knowledge to and guide students in accordance therewith;

(5) to give to the Board of Studies and the Faculty Council for Post-Graduate Studies concerned, or the Syndicate, such advice as may be required by them with regard to any matter relating to his sphere of learning;

(6) to give advice and suggestions to the Librarian regarding purchase and preservation of books, manuscripts, maps or other resources pertaining to his sphere of learning in the Library;

(7) to serve the University in connection with the conduct of examinations including supervision and invigilation;

(8) to take such part in the administrative and organisational work of the University by serving on Committees or Bodies or by individual consultation as may be required by the competent authority.

46. **Duties of Professors, Associate Professors and Assistant Professors:**
It shall be the duty and responsibility of every Professor or Associate Professor/Assistant Professor to deliver lectures to conduct classes, to engage in research work, to supervise and assist students who are engaged in research work in his sphere of learning, to undertake such tutorial work as may be required by the Head of the Department concerned and to do such other things, consistent with his status, as he may, from time to time, be required to do.

47. **Workload:**
The workload of the Teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the Teacher to be available for at least 5 hours daily in the University. Direct teaching-learning process hours should be as follows:

Assistant Professor	16 hours per week.
Associate Professor and Professor	14 hours per week.

48. A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a Teacher.

49. Part-time Teachers shall deliver not less than four lectures a week.

50. The tutorial work may be distributed by the Head of the Department concerned among the Professors, Associate Professors and Assistant Professors in such manner as he/ she may consider fit.

51. **Nature of Duties:**
Every Teacher shall undertake to take such part in the activities and development of the University and perform duties related to teaching, research, examination of students, and/or any other official duties assigned to them by the Vice-Chancellor, Dean of the Faculty or Head of the Department.

52. A Teacher who is assigned work relating to teaching or research in any Department, other than his/ her, within the Department or outside the Department, shall not be entitled to extra remuneration.

53. Every Teacher of the University shall, at the beginning of each semester, prepare for his students a list of topics to be taught by him/ her during the semester together with a bibliography relating to them, and shall forward a copy thereof to the Vice-Chancellor.

54. **Head of the Department:**
In every teaching department of the University there shall be a Head of the Department, who shall be appointed by the Vice-Chancellor by rotation in order of seniority from amongst the whole-time University Teachers, not below the rank of an Associate Professor.

Provided that, if in any department there is no Professor or Associate Professor, the senior most Assistant Professor shall work as In-Charge of the Department and shall discharge all functions and duties of the Head of the Department.

55. In a University teaching department, where there are Professors and Associate Professors, all Professors shall be deemed to be senior in rank to Associate Professor.

56. The appointment of a Head of the Department by the Vice-Chancellor shall be reported to the Syndicate.

57. (1) A Head of the Department shall hold office for a period of two years from the date on which he assumes his charge as Head of the Department.

(2) The Head of the Department may resign from his office by writing under his hand and seal, to the Vice-Chancellor.

(3) The procedure of rotation, as prescribed above, shall apply equally in the case of a vacancy in the office of the Head of the Department caused due to the resignation or release of an incumbent from the service of the University or by the grant of long term leave in his favour, or due to any other reason beyond one's control.

(4) If there is a temporary vacancy in the office of the Head of the Department, the next senior most Teachers in the department shall be appointed to act as the Head of the Department for the period of such temporary vacancy.

58. The Head of every Department shall act under the general supervision and control of the Vice-Chancellor, subject to delegation of such power to an Officer of the University and his duties and functions shall be to administer the academic affairs of the department concerned, in accordance with the provisions of the Act, the Statutes, the Ordinances and the Regulations, so that the decisions which may be relevant to his department are promptly complied with. He/ she shall perform such other duties as may be assigned to him/ her by the Vice-Chancellor or any other competent authority of the University.

59. The Head of the Department shall act as link between the University and the Department, so far as management of academic affairs of the Department is concerned. Such functions should always be carried out in consultation with the Departmental Committee. In an emergent situation he/ she may act on his/ her own but the matter must be reported to the Departmental Committee and be approved by the same in its next meeting.

CHAPTER VIII

APPOINTMENT, DUTIES AND REMUNERATION OF EXAMINERS ETC.

[Vide Section 49, Clause (xiv) of the Act]

60**. Board of Examiners:**

(1) Subject to the general control and supervision of the Syndicate, there shall be a Board of Examiners consisting of such number of Examiners and other members as the Faculty Council for Post-Graduate Studies concerned may appoint in respect of every examination for a degree, diploma or certificate in a course of Post-Graduate Studies.

(2) Examiners and other members of the Board shall be appointed on the recommendation of the Board of Studies concerned. In case there is no such Board of Studies, such Examiners and other members of the Board shall be appointed by the Controller of Examinations in consultation with the Vice-Chancellor.

(3) The Head of the Department concerned or, where there is no Head of the Department, such person as may be appointed by the Vice-Chancellor, shall be the Chairman of the Board, and shall preside at every meeting of the Board.

(4) The Board shall meet on such dates and at such times and places as may be fixed by the Chairman. The Board shall consider the results of the examination for which it is appointed and make recommendation in respect of the examination to the Faculty Council for Post-Graduate Studies concerned.

61. **Head Examiners, Paper-Setters, etc.**
In respect of every examination for a degree, diploma or certificate in a course of Under-Graduate Studies, there shall be Head Examiners, Examiners, Paper-Setters, Scrutinisers, Co-ordinators, Convenors, Moderators, Tabulators and such other persons as may be required during the process of examination, who shall, on the recommendation of the Board of Studies concerned and subject to general supervision of the Syndicate, be appointed by the respective Board of Undergraduate Studies.

62. **Number of Examiners and Cancellation of Appointment of Examiners:**
(1) The number of Examiners, Scrutinisers or members of the Board of Examiners to be appointed in each instance shall be determined by the appointing authority concerned.

(2) The appointment of any Examiner or other member of a Board of Examiners referred to in Ordinance 60 or of an Examiner or Scrutiniser referred to in Ordinance 61 may, at any time, be cancelled by the appointing authority, if it thinks fit to do so.

63. **Special Provision in the case of Inordinate Delay:**
Subject to delegation of such power by Syndicate as it may consider fit and notwithstanding anything contained elsewhere in these Ordinances, in the cases where, in the opinion of the Vice-Chancellor, as the case may be, there is inordinate delay on the part of any Examiner, Head Examiner or Scrutiniser to complete the work assigned to him, the Vice-Chancellor may without prejudice to the provisions of Paragraph (2) of Ordinance 62:

(1) in the case of Paper-Setter or Moderator, cancel his appointment as such and appoint another person as the Paper-Setter or Moderator in his place;

(2) in the case of any other Head Examiner, Examiner or Scrutiniser, cancel his appointment and take back from him the answer-papers assigned to him and appoint another Examiner or Scrutiniser in his place and reassign such answer-papers to such freshly appointed Examiner or Scrutiniser, as the case may be.

64. **List of Persons Eligible for Appointment as Examiners:**
(1) The Controller of Examinations shall annually prepare and maintain lists of persons eligible for serving as Examiners in respect of different examinations of the University referred to in Ordinance 61.

Provided that persons with less than three years' teaching experience in a College or Colleges shall not ordinarily be eligible for inclusion in any such list.

(2) At the beginning of each academic session, the Controller of Examinations will prepare a list of Examiners for each subject. He/she obtain such names from the Head of the College or Institution. The list, prepared subject wise, must contain the following information:

(a) Name of the Examiner:
(b) Age:
(c) Qualifications including degrees, diplomas or certificates and dates thereof:
(d) Present post and the date of appointment:

(e) The class and the subject in which the applicant imparts instruction or guides research:

(f) Years of experience, if any, as a Teacher of a College or Colleges:

(g) Previous appointment, if any, as Examiner with year of appointment and other particulars:

(h) Any other special qualifications:

(3) The Board of Studies concerned or, where there is no Board of Studies, the Vice-Chancellor, shall review the lists referred to in Clause (1) in respect of relevant fields of studies and make, to the appropriate appointing authorities, recommendations for appointment.

65. **Duties and Responsibilities of Examiners and Scrutinisers:**

(1) Examiners shall ordinarily have the following duties and responsibilities, namely:

(a) in the case of Paper-Setters, to set the papers for the respective examinations in accordance with the regulations and with the syllabus and the textbooks prescribed and the established standards;

(b) in the case of Moderators, to moderate the respective question papers so that they conform to regulations, particularly, to the syllabus and the text-books prescribed and the established standards;

(c) in the case of a Head Examiner, where there is one-

(i) to set the standard of valuation of answer-papers,

(ii) to supervise the valuation of answer-papers and ensure uniformity of the standard of marking, by issuing written instructions in detail to Examiners working under him and by systematic sampling of at least 5 percent of the answer-papers and by revising the markings wherever necessary,

(iii) to arrange for scrutiny of answer-papers so as to ensure that each question is marked and that the totals are correctly calculated and entered into the mark sheets,

(iv) to report to the Faculty Council for Post-Graduate Studies or the Council for Under-Graduate Studies concerned, the results of examination and the work of Examiners and Scrutinisers,

(v) to report about the performance of candidates and similar other matters connected with the examinations,

(vi) to do such other work in connection with the conduct of examination as may be assigned to him from time to time by the Faculty Council for Post-Graduate Studies or the Council for Under-Graduate Studies concerned.

(d) in case of Examiners other than those referred to in Clauses (a), (b) and (c) to evaluate the answer-papers in accordance with the instructions of the Head Examiner, if any, and where there is no Head Examiner, in accordance with such standard and system of marking as may be decided upon at a meeting of all Examiners including Paper-Setters and Moderators, to be convened for the purpose by the Controller of Examinations.

(2) The duties and responsibilities of Scrutinisers shall be to check each answer-paper and ensure that each question has been marked and that the totals are correctly calculated and entered into the mark-sheets and to perform such other duties as may be assigned to them by the Head Examiner, if any, or the Controller of Examinations in consultation with the Vice-Chancellor.

66. **Adjudicators for Thesis for Doctors' Degrees:**
For the purpose of adjudication of every thesis or published work, submitted by a candidate for a Doctor's Degree or a Research Degree there shall be three Examiners (herein-after referred to as adjudicators) appointed by the Faculty Council for Post-Graduate Studies concerned;

Provided that in the case of a thesis for Ph.D. Degree the appointment of adjudicators shall be made after considering the suggestions of the relevant Ph.D. Degree Committee and where the candidate has worked under any Teacher, such Teacher shall ordinarily be appointed as one of the adjudicators.

67. **Remuneration:**
Scrutinisers, Examiners and other members of Board of Examiners and adjudicators shall be paid remuneration at such rates as the Syndicate may, from time to time, determine in this behalf:

Provided that if any Examiner or Scrutiniser fails to complete the work assigned to him within the period fixed in this behalf the remuneration to which he may otherwise be entitled shall be reduced by such amount not exceeding ten (10) percent of that remuneration as the Vice-Chancellor may determine.

68. **Supplementary Provision:**
If in any matter relating to the appointment, duties or remuneration of any Scrutiniser, Examiner or other member of a Board of Examiners or an adjudicator there arises any difficulty, the Vice-Chancellor may pass such orders and take such steps as he may consider necessary to remove the difficulty, and his decision in any such matter shall be final.

CHAPTER IX

PROVIDENT FUND AND OTHER FUNDS FOR THE BENEFIT OF THE EMPLOYEES OF THE UNIVERSITY

[Vide Section 49 Clause (v) of the Act]

69. All employees of the University will be governed by Tripura State Civil Services (Revised Pension) Rules, 2015 as applicable to the employees of Government of Tripura. The employees of the University are entitled to get all retirement benefits, pension, gratuity, leave salary, commutation of pension etc. as applicable to the employees of Government of Tripura. The University itself maintain all these accounts for all the employees.

Employees of the Maharaja Bir Bikram University will be governed by the Provident Funds Act, 1925 and General Provident Fund (Central Services) Rules, 1960 with up-to-date amendments made under the Act and Rules as applicable to the employees of the Government of Tripura.

Except as specifically provided in these Ordinances or anywhere in the Statutes made under the Act, the other conditions of service of the Faculty members, Officers and employees of the University shall be regulated by the relevant rules in force in the State which are applicable to the Officers and employee members of the Government of Tripura.

CHAPTER X

ESTABLISHMENT, RECOGNITION, MAINTENANCE AND MANAGEMENT OF UNIVERSITY LIBRARIES, UNIVERSITY LABORATORIES, UNIVERSITY MUSEUMS, HALLS AND OTHER UNIVERSITY INSTITUTIONS FOR STUDY, RESEARCH AND RESIDENCE

[Vide Section 49, Clause (vi) of the Act]

70. **Establishment:**
University Libraries, University Laboratories and University Museums shall be established by the Senate on the recommendation of the Syndicate, made after consultation with the relevant Faculty Council for Post-Graduate Studies:

Provided that, before making a recommendation to the Senate for the establishment of a Library, Laboratory or Museum, the Syndicate shall:

(1) in the case of a library,
consider the views of the committee referred to in Statute 43 (hereinafter called the Library Committee) which shall, initiate a survey and procure all facts and information as it may consider useful or necessary and submit the same to the Syndicate along with its recommendation,

(2) in the case of a Laboratory or Museum, initiate a survey and shall decide that –

(a) the establishment of such laboratory or museum is necessary to meet the existing educational needs;

(b) sufficient financial and other resources are available for the effective and efficient maintenance of the laboratory or museum so as to serve the purposes for which it is established.

71. **Specialised Research Institute etc:**
To encourage multi-disciplinary research especially those involving expertise of more than one Post-Graduate Department and/ or establishment of costly and sophisticated experimental facilities the Syndicate may establish for such purposes Specialised Research Institute/ Centre/ Unit/ Schools with Teachers and staff of one or more department.

72. Such Institute/ Centre/ Unit/ School shall have separate budgets and be established for a term of five years, which may be continued, subject to satisfactory performance certified by an Expert Committee appointed by the Syndicate.

73. The Vice-Chancellor shall appoint a University Professor/ Associate Professor as Director/ In-Charge for such Institute/ Centre/ Unit/ School for a period of two years and his duties and functions shall be prepared by a separate Ordinance by the competent authority.

74. Such Institute/ Centre/ Unit/ School shall be maintained by the Syndicate in consultation with the Academic Committee constituted for this purpose, with the following members:

(i) The Vice-Chancellor....Chairman.
(ii) The Director/ In-Charge.
(iii) The Head of the Department to which the Director/ In-charge belongs, if he is not already a member.
(iv) Not more than two faculty members to be nominated by the Vice-Chancellor from other concerned Department(s).
(v) One expert from outside the University in the relevant field to be appointed by the Vice-Chancellor.

75. **Maintenance and Management of University Libraries:**

(1) University Libraries shall be maintained by the Syndicate in consultation with the Library Committee.

(2) The Library Committee shall be responsible for the management of University Libraries in consultation with the Heads of Departments. The University Librarian shall act as Liaison Officer between the Library Committee and the Heads of Departments.

76. **Maintenance and Management of University Laboratories and/or University Museums:**

(1) University Laboratories and University Museums shall be maintained by the Syndicate and the relevant Heads of Departments.

(2) The management of a University Laboratory for a University Museum shall vest in the Head of the Department concerned subject to the supervision and control of the Dean of the relevant faculty.

Provided that the Dean may, if he considers it necessary so to do, appoint a committee to advise him or the Head of the Department concerned on any matter relating to the management of the laboratory or the museum which may be referred to the committee.

(3) The committee appointed by the Vice-Chancellor under Paragraph (2) shall ordinarily consist of the Teachers of the Department concerned and may, if the Vice-Chancellor thinks fit, include specialists or other persons interested in the subject or subjects concerned.

(4) Rules and procedures relating to day-to-day functioning of a laboratory or a museum shall be framed by the Head of the Department concerned after considering the views of the committee, if any, appointed under Paragraph (3) in respect of the laboratory or museum. All such rules and procedures shall be subject to the approval of the Vice-Chancellor.

77. **Halls and Hostels:**

(1) Subject to the general control and supervision of the Syndicate, Halls and Hostels shall be established, maintained and managed by the Dean of Students' Welfare under the direction of the Registrar provided that before establishing any Halls or Hostel, a Committee appointed by the Syndicate shall initiate a survey and shall decide that-

(a) the establishment of the Hall or Hostel is necessary to meet the existing needs ;

(b) suitable plans for establishment/ construction of Hall or Hostel have been drawn up; and,

(c) sufficient financial and other resources are available for the establishment/ construction or maintenance of Hall or Hostel.

(2) Halls or Hostels shall be maintained and managed in accordance with such standards as may be laid down by the Syndicate from time to time.

(3) In the matter of maintenance and management of Halls or Hostels, a Committee concerned with residence, discipline and health of students residing in Halls and Hostels shall be constituted by the Syndicate.

CHAPTER XI

[Vide Section 49, Clause (vii) of the Act]

RECOGNITION OF LIBRARIES, LABORATORIES, MUSEUMS AND OTHER INSTITUTIONS FOR STUDY AND RESEARCH AND HOSTELS OTHER THAN THOSE ESTABLISHED, MAINTAINED AND MANAGED BY THE UNIVERSITY.

78. **Recognition of Institutions:**
If the Syndicate is satisfied that an Institution seeking recognition of the University conform to the standard, aims and objectives of the University and its programmes of teaching and research, it may grant recognition to such Institution in accordance with, and subject to, the provisions of these Ordinances.

79. **Application for Recognition of Institutions:**
(1) An Institution seeking recognition referred to in Ordinance 79 shall submit to the Vice-Chancellor an application in a form approved for the purpose by the Vice-Chancellor.
(2) Every such application shall contain the following particulars, namely:
(a) the name of the Institution and its location,
(b) the date of its establishment,
(c) a statement of its aims and objectives,
(d) a statement of its financial resources together with the sources of its income,
(e) a general inventory of its properties and the materials in terms of which its programme is carried out, such as, books, laboratory equipments, exhibition materials and similar other materials,
(f) the number and qualifications of the members of the staff engaged in educational functions of the Institution in respect of which recognition is sought,
(g) whether recognition is sought for the Institution as a whole or only for some part of its activities or programmes and if the later, for what part of its activities or its programmes,
(h) the constitution, organisation and other particulars of and regarding the Governing Body of the Institution, and,
(i) such other information as may be pertinent to or helpful in determining whether recognition should be granted.

80. **Enquiry and Grant of Recognition to Institutions:**

(1) Where an application for recognition of any Institution complies with requirements of Clause (2) of Ordinance 79 and the Syndicate considers it fit so to do, it may, after considering the views of the Vice-Chancellor, call for such further information as it may deem necessary from the applicant and appoint a Committee for making an enquiry into all matters relevant to the application by visiting the Institution and conferring with its Officers or other individuals possessing relevant information concerning the Institution.

(2) If, upon receipt of the further information and the report of the enquiry, if any, referred to in Clause (1), the Syndicate thinks fit so to do, it may, by order, grant, subject to the provisions of these Ordinances, the application, either wholly or in part, on such terms and conditions and for such period as may be specified in the order.

81. **Inspection of Recognised Institutions:**
On the recommendation of the Vice-Chancellor, the Syndicate may, from time to time, an inspection to be made of a recognised Institution by such person or persons as it may authorise in this behalf.

82. **Withdrawal of Recognition from Institutions:**
If at any time the Syndicate is satisfied, either on receipt of a report of inspection referred to in Ordinance 81 or otherwise that any of the terms and conditions imposed on a recognised Institution at the time of granting recognition to it, is not fulfilled or complied with or that the Institution is otherwise unfit to be continued as a recognised Institution, the Syndicate may, by order, withdraw recognition from such Institution:

Provided that, before making such order of withdrawal of recognition, the Syndicate shall afford the Institution an opportunity of making its representation, if any, within such period as the Syndicate may deem fit and shall record its opinion on any representation so made.

83. **Recognition of Halls and Hostels:**
The Syndicate may recognise a Hall or Hostel as such on application made in this behalf by the person or persons maintaining or managing such Hall or Hostel, subject to satisfactory maintenance and management of the Hall or Hostel concerned in conformity with the standards of maintenance and management of Halls and Hostels.

84. **Application for Recognition of Hostels:**
Every such application shall be made to the Registrar in a form approved for the purpose by the Vice-Chancellor and shall contain the following particulars, namely:
(a) the location of the Hostel and a description of its neighbourhood;
(b) the type of construction of the Hostel, its capacity and the floor-space available per student;
(c) the number of students housed or proposed to be housed in the Hostel;
(d) facilities available in the Hostel involving water supply, lighting, sanitation, ventilation, disposal of rubbish and waste;
(e) arrangement relating to the health and recreation of the resident students;
(f) costs to be borne by the resident students;
(g) rules and regulations regarding conduct, discipline and related matters for the resident students;
(h) the management of the Hostel, including its accounting and other procedure;
(i) financial report;
(j) number of members of the staff, their duties, their salaries and allowances and other related matters; and,
(k) such other information as may be considered necessary and helpful in determining the question of recognition of the Hostel under Ordinance 83.

85. **Enquiry and Grant of Recognition to Hostels:**
(1) Where an application for recognition of a Hostel complies with the requirements of Ordinance 84, it shall be referred to the Syndicate for consideration and recommendation and the Syndicate may, of its own initiative, and shall, appoint a Committee into the affairs of the Hostel by such person or persons as it may appoint in this behalf and call for such further information, if any, from the applicant as it may deem necessary.
(2) On receipt of the recommendation of the Committee referred to in Clause(1) the relevant Syndicate may, if it so thinks fit, grant the application subject to such terms and conditions as it may think fit.

Notwithstanding anything contained in Ordinances 84 and 85 the Syndicate may, in special circumstances to be recorded, grant recognition to a Hostel of its own motion under such terms and conditions as the Syndicate may deem fit.

86. **Report and Inspection of Recognised Hostels:**

(1) As soon as may be after the close of each academic year a person or persons managing every recognised Hostel shall submit to the Director, College Development Council a report in the form as may be approved for the purpose by the Vice-Chancellor. The Syndicate may also, from time to time, require the person or persons managing any recognised Hostel to submit to it such report or other information as it may desire so as to ensure that the Hostel is properly maintained and managed.

(2) The Syndicate may arrange for inspection of Hostels at least once a year which shall be carried out under the direction of the Dean of Students' Welfare by such person or persons as the Syndicate may appoint.

87. **Withdrawal of Recognition from Hostels:**

If at any time the Syndicate is satisfied either on receipt of a report of inspection referred to in Ordinance 85 or otherwise that any of the terms or conditions imposed on a recognised Hostel at the time of granting recognition to it is not fulfilled or complied with or that the Hostel is otherwise unfit to be continued as a recognised Hostel, the Syndicate may, by order, withdraw recognition from such Hostel:

Provided that, before making such order of withdrawal of recognition, the Syndicate shall afford the person or persons maintaining or managing the Hostel an opportunity of making a representation, if any, within such period as the Syndicate may deem fit and shall record its opinion on any representation so made.

CHAPTER XII

TAKING OVER THE MANAGEMENT OF COLLEGES OR INSTITUTIONS

[Vide Section 49 Clause (viii) of the Act]

88. **Taking Over of Management by Agreement:**

(1) The Syndicate may enter into an agreement with the Government or with any person, body or authority for the taking over by the University of the management of any College or Institution, including its assets and liabilities:

Provided that, before entering into any such agreement, the Syndicate shall make a proposal to the Senate in that behalf and obtain its consent thereto.

(2) A College or an Institution, the management where of is taken over by the University under an agreement referred to in Clause (1), shall be maintained and managed by the University in accordance with the rules for maintenance and management of Colleges or Institutions established by the University.

89. **Temporary Taking Over of Management:**

(1) If at any time the Syndicate is satisfied after considering the recommendation of relevant Board of Under-Graduate Studies in respect of any College or Institution by enquiries made in this behalf or otherwise that-

(a) proper standards of teaching, training or instruction are not being maintained therein; or

(b) the affairs of the College or Institution are being managed improperly and to the detriment of the College or Institution as an educational Institution, the Syndicate

may issue to the Governing Body of the College or Institution such directions as it may think fit, including directions for reconstitution of the Governing Body of the College or Institution, appointment of properly qualified teaching staff, removal of under-qualified Teachers, improvement of libraries or laboratories or proper provision for students' residence, health and discipline, specifying the period within which such directions are to be complied with.

(2) If any direction of the Board of Under-Graduate Studies concerned issued under Clause (1) are not complied with within the specified period, the Syndicate may call upon the Governing Body of the College or Institution on whom such directions were issued to show cause on or before such date as the Syndicate may specify why the Governing Body should not be dissolved and the management of the College or Institution taken over by the University.

(3) If after considering the cause, if any, shown by the Governing Body of the College or Institution under Clause (2), the Syndicate thinks fit so to do, it may, by order, temporarily take over the management of the College or Institution and for that purpose appoint an administrator or an ad-hoc Governing Body consisting of such number of members as it may deem fit.

(4) The administrator or ad-hoc Governing Body appointed under Clause (3) shall take over charge on such date as the Syndicate may appoint and thereupon the existing Governing Body of the College or Institution shall stand dissolved.

(5) The administrator or ad-hoc Governing Body appointed under Clause (3) taking over charge of any College or Institution shall continue in office until the Governing Body of the College or Institution is re-constituted in accordance with the provisions of the Statutes under such directions as may be issued by the Syndicate in this behalf.

Explanation: - In this Ordinance, "College" does not include a Government College.

CHAPTER XIII

CONTROL AND SUPERVISION OVER AN INSPECTION AND INVESTIGATION INTO THE AFFAIRS OF COLLEGES AND FINANCIAL AID TO CERTAIN COLLEGES

[Vide Section 49 of the Clause (ix) of the Act]

90. (1) It shall be the responsibility of the Board of Under-Graduate Studies concerned, acting through the Vice-Chancellor to exercise control and supervision over every College and for that purpose to issue directions so as to ensure that:

(a) the provisions of the Act, the Statutes, the Ordinances and the Regulations are regularly and faithfully implemented by the College ;

(b) nothing is done by the College either in the administrative or in the academic sphere affecting or tending to affect adversely the functioning of the College as an educational Institution ;

(c) the resources of the College, including library resources and laboratory equipment, are made available to the students for their instruction ;

(d) the financial stability of the College is maintained.

(2) The Board of Under-Graduate Studies concerned may also issue to a College through the Vice-Chancellor such other directions relating to administrative, academic or financial matters, as it may, from time to time, consider necessary and proper.

91. Every College shall comply with the directions issued under Ordinance 90 and submit to the respective Board of Under-Graduate Studies, through the Vice-Chancellor, reports relating to appointment to teaching posts and changes in the constitution and membership of the Governing Body and such other reports and returns, copies of documents and other papers and information about its affairs and activities as the respective Board of Under-Graduate Studies may, from time to time require.

92. **Certain Books and Records to be maintained by every College:**
Every College shall keep and maintain in proper order the following books and records, namely:-

(a) admission register in such form as the respective Board of Under-Graduate Studies may, from time to time, require;

(b) attendance registers of students, Teachers and other employees;

(c) students' conduct register showing fines and other punishment imposed, and activities involving breaches of discipline;

(d) register of results of periodical examinations and exercises;

(e) register of transfer certificates issued and received;

(f) cash book and other account books;

(g) service books for all employees;

(h) service books for all Teachers;

(i) a book containing the proceedings of the meetings of the Governing Body of the College; and

(j) such other books and records as may, from time to time, be specified by the respective Board of Under-Graduate Studies.

93. **Inspection:**

(1) Every College shall be inspected on behalf of the University ordinarily once a year and more often when so directed by the Board of Under-Graduate Studies concerned.

(2) Such inspection shall be carried out through the Officers of the University and such other person or persons as may be appointed by the respective Board of Under-Graduate Studies for the purpose.

(3) Every College shall keep all books referred to in Ordinance 92 and all other records of the College, including reports of previous inspection, open at all time in the College premises for inspection referred to in Clause (1).

94. **Report of Inspection:**

(1) Any person carrying out an inspection referred to in Ordinance 93 shall prepare and submit to the Vice-Chancellor a report of such inspection and the Vice-Chancellor shall, after considering the same, forward such report to the Syndicate with his suggestion and recommendation, if any.

(2) A report of inspection of a College under Clause (1) shall relate to the following, among other matters, namely:

(a) the constitution and the names of the members of the Governing Body of the College;

(b) the financial resources of the College and the rates of tuition and other fees charged by the College;

(c) the names and qualifications of the teaching staff of the College, the conditions governing their appointment and tenure of office and the changes in such staff during the preceding year;

(d) adequacy or otherwise of the teaching staff of the College;

(e) the courses of study, subjects taught, the number of lectures delivered in each subject, the routine of work and the arrangement of exercises and tutorial assistance and the facilities given to students in using the library of the College;

(f) adequacy of the library, laboratory, scientific apparatus and other teaching appliances of the College;

(g) the results of the College at University examinations;

(h) the suitability of the buildings of the College and their neighbourhood, the lighting, ventilation of rooms, drainage and other sanitary arrangements of the College;

(i) maintenance of discipline in College, Hostels and other residences for students of the College and their supervision;

(j) the College club and other Institutions for fostering College life;

(k) provisions made in the College for physical exercises of students;

(l) regularity as to the maintenance of College registers and the observance of rules for transfer;

(m) monthly average of roll-strength and the daily attendance of students during the preceding twelve months as compared with the previous year;

(n) regularity as to payment of salary to Teachers and other employees of the College; and,

(o) any other matter relevant to the inspection.

(3) The report of inspection should also indicate whether books, records and registers referred to in Ordinance 93 are properly kept and maintained.

95. **Investigation into the Affairs of Colleges:**

(1) If at any time the respective Board of Under Graduate Studies has reasons to believe that proper standards of teaching, training or research are not being maintained in any College or Institution, it shall cause an investigation to be made into the affairs of that College or Institution by such person or persons as it may appoint for the purpose after consulting the views of the Vice-Chancellor.

(2) The Governing Body of the College or Institution to the affairs of which such investigation is being made shall-

(a) provide all reasonable facilities for making the investigation to the person or persons appointed for the purpose, and,

(b) submit to such person or persons all registers, records, documents and other papers, including reports and returns, concerning the affairs of the College or Institution.

(3) The person or persons appointed to make the investigation shall, after completion of the investigation make, a report to the respective Board of Under- Graduate Studies as to the results of the investigation and the respective Board of Under-Graduate Studies may, if it thinks fit to do, after considering such report in respect thereof:

(a) either take steps in accordance with the Statutes for disaffiliation of the College or Institution, or,

(b) proceed under Ordinance 89 for temporarily taking over the management of the College or Institution.

96. **Financial Aid:**

(1) The Syndicate may make grants or advances to a College from the University fund or special funds maintained by the University subject to such conditions as it may deem necessary.

(2) Such grants or advances shall be made on the basis of proposals submitted by the Vice-Chancellor and recommended by the Finance Committee.

(3) Such grants or advances shall be made by the Syndicate for specific purposes, such as improvement of library, laboratory, students' residence, amenities to students and other matters and shall not ordinarily be made for the normal maintenance of a college.

CHAPTER XIV

ADMINISTRATION OF GIFTS, ENDOWMENTS AND BENEFACTIONS AND INSTITUTION AND AWARD OF FELLOWSHIPS, TRAVELLING FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS, STIPENDS, BURSARIES, EXHIBITIONS, MEDALS AND PRIZES.

[Vide Section 49 Clause (xv) of the Act]

97. **Administration of Gifts, Endowments and Benefactions:**

The Syndicate shall administer all gifts, endowments and benefactions to the University in such a manner as it may decide on the advice of the Committee on Trusts and Gifts:

Provided that where the terms and conditions attached to any gift, endowment or benefaction lay down any particular procedure for the administration thereof such procedure shall be followed.

98. **Institution and Award of Fellowships, etc:**

(1) Recommendations to the Senate for the institution of fellowships, travelling fellowships, scholarships, studentships, stipends, bursaries, exhibition, medals or prizes shall be made by the Syndicate after consulting the Board of Faculty for Post-Graduate Studies or the Board of Under-Graduate Studies concerned and such consultation with the Board of Faculty for Post-Graduate Studies or the Board of Under-Graduate Studies concerned shall be made after obtaining the views of the Committee on Trusts and Gifts.

(2) Subject to the terms and conditions attached to any gift, endowment or benefaction relating to any fellowship, scholarship, studentship, stipend, bursary, exhibition, medal or prize, the procedure for selection of the recipient thereof and the conditions governing its award shall be such as may be formulated by the Committee on Trusts and Gifts and approved by the Syndicate.

99. **Committee on Trusts and Gifts:**

(1) For the purposes of advising the Syndicate regarding administration of gifts, endowments and benefactions and the institution and award of fellowships, travelling fellowships, scholarships, studentships, stipends, bursaries, exhibitions, medals and prizes there shall be a body of the University called "Committee on Trusts and Gifts" which shall consist of the following members, namely:-

a) the Vice-Chancellor, Chairman;
b) Finance Officer, Vice-Chairman;

c) Registrar;

d) one member of the Senate nominated by the Vice-Chancellor;

e) two members of the Syndicate nominated by the Vice-Chancellor;

f) one member of the Board of Faculty for Post-Graduate Studies nominated by the Vice-Chancellor;

g) one member of the Board of Under-Graduate Studies nominated by the Vice-Chancellor.

(2) The Registrar shall be the Secretary of the Committee.

(3) Nominated members of the Committee shall hold office for a term of four years and shall be eligible for re-nomination:

Provided that if any such member ceases to be a member of the authority of the University in which capacity he was nominated, he/she shall cease to be a member of the Committee.

100. **Meetings of the Committee on Trusts and Gifts:**

(1) All decisions of the Committee on Trusts and Gifts shall be made at a meeting of the Committee. The Committee shall meet when so required by the Chairman.

(2) Meetings of the Committee shall be convened by the Secretary on such dates and at such times and places as the Chairman may direct.

(3) At least five days' notice shall be given for a meeting of the Committee:

Provided that in cases of urgency the meeting of the Committee may be convened at such shorter notice as the Chairman, or in his absence, the Vice-Chairman, may direct.

(4) Four members of the Committee shall be a quorum.

(5) The Secretary shall maintain a record of the proceedings of the meeting of the Committee.

101. **Functions and Responsibilities of the Committee on Trusts and Gifts:**

The functions and responsibilities of the Committee on Trusts and Gifts shall be to:

(a) advice the Syndicate regarding administration of all gifts, endowments and benefactions with particular reference to the terms and conditions attached to such gift, endowment and benefaction regarding administration thereof;

(b) advise the Syndicate regarding the institution of fellowships, travelling fellowships, scholarships, studentships, stipends, bursaries, exhibitions, medals and prizes and to formulate the procedure for selecting recipients thereof and the conditions for their award;

(c) consider any matter relating to gift, endowment for prize referred to it by the Syndicate and make to the Syndicate its recommendations pertaining thereto;

(d) consider proposals for gifts, endowments and benefactions to the University and make to the Syndicate its recommendation in respect thereof:

Provided that where any such proposal involves expenditure from, or a future commitment on, the University fund its recommendation shall before being submitted to the Syndicate, be referred to the Finance Committee for its comments.

CHAPTER XV

ACCEPTANCE OF GRANTS AND RAISING OR ACCEPTANCE OF LOANS

[Vide Section 49 clause (xvi) of the Act]

102. (1) Finance Committee must be consulted in accepting grants or in raising or accepting loans. In all matters relating to acceptance of grants or the raising or acceptance of loans the Syndicate shall act through the Finance Officer or such other Officer as the Vice-Chancellor may specify in any particular case, and only after considering the views of the Finance Committee:

Provided that no grant or loan from any source other than the Central Government, the State Government or the University Grants Commission, Indian Council for Social Science Research (ICSSR) shall be accepted without the prior approval of the State Government.

(2) Before making its recommendation to the Syndicate in respect of any proposed grant or of any loan proposed to be raised or accepted the Finance Committee shall consider their terms and conditions of such grant or loan, and may for the purpose of facilitating a detailed consideration of such terms and conditions and the implications thereof in respect of any such grant or loan, appoint a Sub-Committee constituted from among its own members and call for and consider the report of such Sub-Committee in respect of grant or loan.

103. **Annual Report of Grant and Loans Raised or Accepted:**
As soon as may be after the close of every financial year the Finance Officer shall submit to the Syndicate a report stating therein the particulars of all grants accepted and those of all loans raised or accepted during such financial year and also the particulars of loans previously accepted or raised which are still outstanding.